

Topsfield Cable TV / Town Website Committee

December, 14 2011

Approved 1/11/12

Executive Summary

The Job Opening for the Cable TV/Web Coordinator has received 12 applicants. 7 will be interviewed. One person has technical skills that have been identified as a critical need. Attached is a Plan Outline the new Coordinator's first 6 months. A discussion was held about the value of establishing a temporary position to help implement the Committee's 5-Year Plan. This person would work to help support the Town Clerk's Office relating to posting meeting Agendas and other web functions, perform an "audit" of web information and conduct an analysis of vendors' Town Hall web offerings. Verizon has made their 5-year \$50,000 license payment. The use of existing You Tube videos for the web will be investigated. New equipment at Proctor School used for Selectmen and School Committee meetings is being "fine tuned". Walter Harmer will volunteer 100 hours of work under the COA Tax Write off program. A new Job Description has been prepared to pay an individual to record Selectmen and School Committee meetings.

Members present: Bill Whiting, Kathy Curran, Bob Ogden and Jeanne Pickering

Members absent: None

Guest: None

Former Business:

Meeting opened at 7:35 PM in Town Hall

The minutes of the 7/13, 8/10, 9/14 and 10/21 meetings were approved as written. (This long delay in approval was caused by a lack of a quorum for the past several meetings.) 11/9 Minutes were also approved as written.

New Business:

See Executive Summary

The meeting was adjourned at 9:40

The next scheduled meeting is 1/11 at 7:30 PM in Town Hall

Respectfully submitted, Bill Whiting – Chairman

Plans for New Topsfield Cable TV / Web Coordinator

January – February:

- Work with Evelyn Hammond, our current Coordinator to learn today's job functions.
- Update Coordinator's Operating Manual.
 - o Table of Contents
 - o Work Function chart

March – June:

- Work with Bill Whiting and other volunteers to introduce “new technologies” for the Town's cable TV and Town website.
 - o Research Leightronix's Ultra NEXUS system to define requirements for a Request for Proposal from vendors. Review and evaluate proposals.
 - o Research related supporting technologies, (FTP server, secure remote access, video editing software requirements, etc.)
 - o Implement new software and hardware solutions.
 - o **Prepare Position Guides for Cable TV / Web Coordinator and volunteers to work with the new capabilities.**

Long-Term: Support the Cable TV / Town Website Committee's 5-Year Plan

- Expand Job Description to take on some of the Web Development and Web Support functions currently provided by volunteers.
- Expand Job Description to take on some of the computer-related and network Technical Support functions now provided by volunteers or vendors.
- Expand Job Description to take over some of the functions performed by the Cable TV / Town Website Committee Chairman who serves on a volunteer basis. Support the goal of finding a replacement for the current Chairman.

